



COMMONWEALTH OF KENTUCKY  
**OFFICE OF THE SECRETARY OF STATE**  
ALISON LUNDERGAN GRIMES

TO: Potential Candidates  
FROM: Alison Lundergan Grimes, Secretary of State

To avoid any delays in the filing of candidate documents to attain ballot access required to file with the county clerk, candidates should directly contact the county clerk in their county of residence for filing procedures and requirements.

To avoid any delays in the filing of candidate documents to attain ballot access required to file with the Office of the Secretary of State, the following is provided:

1. Complete all applicable blanks on the filing form. The Office of the Secretary of State will make the necessary copies for distribution.
2. Candidates and signers must have their signatures acknowledged by a Notary Public, if applicable, and the expiration date of the notary's commission must be stated.
3. All copies of the Appointment of Campaign Treasurer and Optional Request for Reporting Exemption **(not applicable to Federal Candidates who must register with the Federal Election Commission)** should accompany the filing form. The Office of the Secretary of State provides a duplicate copy to the Registry of Election Finance.
4. Checks should be payable to the Kentucky State Treasurer.

Questions relating to campaign finance procedures and requirements should be directed to the Registry of Election Finance at 502-573-2226. In addition, the Registry's website, <http://www.kref.ky.gov>, provides for the downloading of required reporting forms and a book titled Guide to Campaign Finance. Questions relating to campaign finance matters for federal candidates should be directed to the Federal Election Commission at 1-800-424-9530.

Candidate filing forms may be filed in person or by mail at the following address:

Office of the Secretary of State  
Election Division  
Room 148, State Capitol  
700 Capital Avenue  
Frankfort, KY 40601-3493

If our office may be of further assistance to you, please contact our election staff at 502-564-3490 or by email at [sos.electns@ky.gov](mailto:sos.electns@ky.gov).

**COUNTY JUDGE/EXECUTIVE  
WRITE-IN CANDIDATES  
GENERAL ELECTION**

**The Office of County Judge/Executive will appear on the 2018 general election ballot.**

<b>Signatures Required:</b>	Candidate's signature
-----------------------------	-----------------------

**Latest date to file (4:00 p.m., local time)**

**October 26, 2018**

(On or before the fourth Friday in October preceding the date of the regular election)

<b>Filing Form SBE/SOS/01</b>	Declaration of Intent to be Write-In Candidates
<b>Filing Form KREF-001</b>	Appointment of Campaign Treasurer and Optional Request for Reporting Exemption
Filing Fee	\$50.00
Filing Official	County Clerk

Any candidate for city, county, urban-county, consolidated local government, charter county government, or unified local government office who is defeated in a partisan or nonpartisan primary shall be ineligible for the same office in the regular election. Write-in votes shall be counted **ONLY** for candidates for election to office who have filed a Declaration of Intent to be Write-In Candidates form.

A person shall be **ineligible** as a write-in candidate:

- (a) For more than one (1) office in a general election; or
- (b) If his or her name appears upon the ballot label as a candidate for any office, except that the candidate may file a notice of withdrawal prior to filing an intent to be a write-in candidate for office when a vacancy in a different office occurs because of:
  - 1. Death;
  - 2. Disqualification to hold the office sought;
  - 3. Severe disabling condition which arose after the nomination; or
  - 4. The nomination of an unopposed candidate.

**Establishing Campaign Account:** For information regarding campaign contribution and expenditure reporting requirements received or expended in the year before the year the candidate appears on the ballot, contact the **Registry of Election Finance** at (502) 573-2226.



DECLARATION OF INTENT TO BE A WRITE-IN CANDIDATE

To \_\_\_\_\_ Commonwealth of Kentucky  
(Secretary of State or County Clerk, as case may be)

I, \_\_\_\_\_ reside at \_\_\_\_\_  
(Name of Candidate – Please Type or Print) (Residential Address)

City of \_\_\_\_\_, County of \_\_\_\_\_ KY \_\_\_\_\_  
(Zip)

and I intend to be a write-in candidate in the \_\_\_\_\_, 20 \_\_\_\_\_  
(Month & Day) (Year)

regular/special election for the office of \_\_\_\_\_  
(Office sought)

\_\_\_\_\_. I do further state if elected I will qualify for the office sought.  
(District or Division if applicable)

\_\_\_\_\_  
(Signature of Candidate)

The voter **must write-in your surname on the ballot**, but may additionally write-in any of the name variations you have provided below to assist the county board of elections in determining voter intent when counting write-in votes on Election Day. These variations may include any name, in addition to your surname, that voters commonly use to identify you, which may be a nickname, initials or an abbreviated form of your name. 31 KAR 6:030, Section 6 (10) (Listed Below).

Example: James Richard Doe, J.R. Doe, Jimmy Doe, Jim Doe, Rich Doe, Richie Doe, Dickey Doe

**KRS 117.265 (2):** Write-in votes shall be counted only for candidates for election to office who have filed a declaration of intent to be a write-in candidate with the Secretary of State or county clerk, depending on the office being sought, not less than ten (10) days preceding the date of the regular or special election. The declaration of intent shall be filed no later than 4 p.m. local time at the place of filing when filed on the last date on which papers may be filed. The declaration of intent shall be on a form prescribed by the Secretary of State.

**31 KAR 6:030, Section 1. Definitions**

- (5) "First name" means an individual's name or names given at birth, as distinguished from a family name or surname.
- (6) "Name" means one or more first names coupled with one or more surnames.
- (7) "Nickname" means a shortened version of an individual's name or a descriptive or alternative name, in addition to or instead of the first name or surname of an individual.
- (10) "Surname" means the family name bestowed at birth, acquired by marriage, or legally adopted by choice.

**31 KAR 6:030, Section 6. Definition of a Vote for Write-in Voting Generally.**

- (1) Only votes cast for eligible write-in candidates under KRS 117.265 shall be considered valid and counted.
- (2) A write-in vote for a candidate whose name already appears on the ballot label as a candidate shall not be counted as a vote under KRS 117.265.
- (3) The use of stickers, labels, rubber stamps, or other similar devices shall not be counted as write-in votes.
- (4) Any minor misspelling of the name of a candidate shall be disregarded in determining the validity of a write-in vote as long as the intended candidate can be clearly determined.
- (5) Writing in only the surname of an eligible candidate shall constitute a valid vote, unless there is more than one (1) filed candidate with the same surname for that office. If there is more than one (1) filed candidate with the same surname for that office, writing in only the surname shall not constitute a vote.
- (6) Writing in only the first name of an eligible candidate shall not constitute a valid vote.
- (7) Writing in only the initials of a candidate shall not constitute a valid vote.
- (8) Writing in only the nickname of an eligible candidate shall not constitute a valid vote.
- (9) If the voter writes in any other name along with the surname of an eligible write-in candidate, the other name written by the voter shall comply with the variations of names listed by the candidate on SBE/SOS/01, 02, or 03, to constitute a valid vote.
- (10) Writing in the surname of the candidate for Governor or the surname of the candidate for Lieutenant Governor shall be sufficient to cast a write-in vote for the slate.
- (11) Writing in the surname of the candidate for President or the surname of the candidate for Vice President shall be sufficient to cast a write-in vote for the slate.



**KENTUCKY REGISTRY OF  
ELECTION FINANCE**

140 Walnut Street, Frankfort, KY 40601-3240  
(502) 573-2226 / FAX (502) 573-5622  
www.kref.ky.gov

**STATEMENT OF SPENDING INTENT  
AND  
APPOINTMENT OF CAMPAIGN TREASURER**

This Space for Filing Officer Use Only

If not date stamped, complete the  
following:

Form filed with:

Secretary of State or

County Clerk \_\_\_\_\_

Name of County

On \_\_\_\_\_ (Date Filed)

This Space for Registry Use Only

FN \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

**SECTION 1. CANDIDATE INFORMATION (Please type or print)**

Name of Candidate (as it will appear on ballot)		County of Candidate's Residence	
Candidate's Mailing Address: Street, PO Box, Rural Route		City	State Zip Code
Candidate's Telephone Number		Candidate's Alternate Telephone Number	
Candidate's Date of Birth	Candidate's Email Address		

**SECTION 2. ELECTION INFORMATION**

Date of Election	Type of Election (Check One): ____ Primary Election ____ General Election ____ Special Election ____ Election to Fill Unexpired Term	Is Candidate the Incumbent for This Office? ____ Yes ____ No	Is Candidate Filing as a Write-In Candidate? ____ Yes ____ No
Office Sought		Jurisdiction of Office Sought, including District, Circuit, or Division Number, if Applicable	
This Race is: (Check One) ____ Partisan ____ Non-Partisan	If Partisan Race, Indicate Candidate's Designation on the Ballot: (Check One) ____ Democrat ____ Republican ____ Independent ____ Other (Specify) _____		

**SECTION 3. TREASURER AND DEPOSITORY INFORMATION**

Name of Treasurer – Required Designation Even if Candidate is Serving as Own Treasurer		Treasurer's Email Address:	
Treasurer's Mailing Address: Street, PO Box, Rural Route		City	State Zip Code
Treasurer's Telephone Number		Treasurer's Alternate Telephone Number	
Name of Financial Institution Intended for Use as Campaign Depository		Address of Financial institution Intended for Use as Campaign Depository	

**SECTION 4. STATEMENT OF SPENDING INTENT AND REQUEST FOR EXEMPTION - KRS 121.180(1)**

**NO EXEMPTION.** I (or my campaign committee) expect to **raise and/or spend more than \$3,000** during the election(s) as indicated below. **I INTEND TO FILE ALL CAMPAIGN FINANCE REPORTS directly** with the Registry. I understand that I will have campaign finance reports due as listed below. This is my intent for the (check all that apply):

- \_\_\_\_ **Primary Election** (Reports Due: 30 and 15 days before the election(s) and 30 days after the election(s))  
\_\_\_\_ **General Election** (Reports Due: 60, 30 and 15 days before the election(s) and 30 days after the election(s))  
\_\_\_\_ **Special Election** (Reports Due: 30 and 15 days before the election(s) and 30 days after the election(s))  
\_\_\_\_ **Unexpired Term** (Reports Due: see above for Primary Election Reports Due or General Election Reports Due)

**EXEMPTION OPTION.** I (or my campaign committee) expect to **raise and/or spend \$3,000 or less** during the election(s) indicated below which entitles me to request a reporting exemption. I understand that I will have **no campaign finance reports due** for the election(s) indicated, unless my campaign exceeds the \$3,000 threshold, at which time I will immediately file the required campaign finance reports **directly** with the Registry. This is my intent for the (check all that apply):

\_\_\_\_ **Primary Election** \_\_\_\_ **General Election** \_\_\_\_ **Special Election** \_\_\_\_ **Unexpired Term Election**

☐ **AMENDMENT** (To amend candidate, election, treasurer, or depository information or prior request for exemption. **Please file directly with the Registry.**) Briefly describe reason for amendment or change:

**SECTION 5. VERIFICATION**

*I certify that I have examined this Statement of Spending Intent and Appointment of Campaign Treasurer form and to the best of my knowledge and belief it is true, correct, and complete. I understand that submission of false, erroneous, or incomplete information may subject me to the penalties of KRS 121.990.*

**Candidate's Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Treasurer's Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

# STATEMENT OF INTENT AND APPOINTMENT OF CAMPAIGN TREASURER INSTRUCTIONS

**FILING OFFICER INSTRUCTIONS** – The Filing Officer should date/stamp the form in the space provided at the top of the form. If a date/stamp device is not used, the Filing Officer must complete the information requested by hand in the spaces provided. State the name of the office where form was filed, including the name of the county, and indicate the date on which the filing was accepted. The Filing Officer should 1) retain the original form to be filed with the Candidate's filing papers, 2) send a copy to the Registry immediately, and 3) provide the Candidate with a copy.

**REGISTRY USE ONLY BOX** - This space is reserved for use by the Registry of Election Finance. Do not make any marks or enter any information in this space.

**GENERAL INSTRUCTIONS** - Type or print all entries and provide all information requested. Candidates are advised that, with very limited exceptions, they may not file this form directly with the Registry. It must be filed with the Secretary of State or their County Clerk only, who will forward the appropriate copy to the Registry. This form does not constitute the registration of a campaign committee. To register a campaign committee, obtain Form KREF-010 from the Registry and file it with the Registry.

## **SPECIFIC INSTRUCTIONS** -

**SECTION 1. CANDIDATE INFORMATION** - This section of the form contains information relating to the candidate. An entry in each field is required. Do not leave any fields blank. Enter the name of the candidate as it will appear on the ballot.

**SECTION 2. ELECTION INFORMATION** - This section contains information relating to the election. An entry in each field is required. Do not leave any fields blank. Enter the date of the election for which the candidate is filing this form.

**SECTION 3. TREASURER AND DEPOSITORY INFORMATION** - This section of the form contains information relating to the campaign treasurer and campaign depository bank account. An entry in each field is required. Note that a candidate is required to notify the Registry of the death, resignation, or removal of a treasurer and appoint a successor by using this form or be accountable as his or her own treasurer. If candidate is serving as his or her own treasurer, "Self" may be entered in this field.

**SECTION 4. STATEMENT OF SPENDING INTENT AND REQUEST FOR EXEMPTION, AMENDED INFORMATION, REVOCATION OR CHANGE IN REPORTING EXEMPTION** - Pursuant to KRS 121.180(1), this section of the form contains options for spending intent and requesting a reporting exemption based on the amount of money the candidate plans to raise or spend in each election. This section of the instructions contains important information regarding deadlines for filing reporting exemptions and possible penalties for exceeding the threshold for the exemption chosen.

For candidates with a January filing deadline - The request for exemption for the primary nomination must be filed with the filing officer who receives the candidate's filing papers no later than the filing deadline for the primary. To revoke or change the request for exemption for the primary, the candidate must file an amended Form KREF 001 no later than 15 days after the filing deadline for the primary. For candidates winning the primary nomination - If the candidate has not already filed a request for exemption for the general election, it must be filed with the officer who receives the candidate's filing papers no later than 25 days after the date of the primary. To revoke the request for exemption, the candidate must file an amended Form KREF 001 no later than 25 days after the date of the primary. For candidates with an August filing deadline - The request for exemption must be filed with the officer who receives the candidate's filing papers no later than the filing deadline for the general election. To revoke or change the request for reporting exemption, the candidate must complete Form KREF 001 no later than 15 days after the filing deadline for the general election. Candidates for county offices, city offices, or school board races may exceed the threshold chosen without filing an amended Form KREF 001. However, the candidate must begin filing all applicable financial reports due, or be subject to civil penalties for late reporting. All other candidates who fail to revoke or change the reporting exemption chosen, and then exceed the threshold, may be subject to penalties, including civil penalties for late reporting or possible criminal penalties for knowing violations. A candidate who intends to raise or spend over \$3,000 is not entitled to a reporting exemption, and is therefore required to file all reports for the primary election, for the general election, or for both elections, or for a special or unexpired term election, as indicated by checking the appropriate boxes. If a candidate chooses this option, all reports are required, even if no campaign activity has taken place during the reporting period. Whether a candidate is opposed or unopposed in an election does not affect the reporting requirements. A candidate who intends to raise or spend \$3,000 or less (including the candidate's own money) during each election may request an exemption from all pre- and post-election reporting. When choosing this option, indicate whether the exemption is being requested for the primary election, the general election, or both, or for a special or unexpired term election.

**AMENDMENT** - This section of the form is used to indicate that information as previously filed on a Form KREF 001 has changed. If using this form to amend candidate, election, treasurer, or depository information, complete a new Form KREF 001 in its entirety. In Section 4, check the appropriate box to indicate that the form contains information which is different from that which was originally filed. Briefly describe the reason for the amendment. (Note: For this type of change the amended Form KREF 001 must be filed directly with the Registry.) For example, to name a new campaign treasurer in the event of the resignation of the former treasurer, complete the entire form, include the new treasurer's name, address, and telephone numbers in the appropriate fields.

**SECTION 5. CANDIDATE'S AND TREASURER'S SIGNATURE** - After reading the verification statement, the candidate should sign and date the form. By signing the form the candidate acknowledges that he or she has read and understands the verification statement. After reading the verification statement, the treasurer should sign and date the form. By signing the form the treasurer acknowledges that he or she has read and understands the verification statement.